



OFFICE OF THE MAYOR  
CITY OF CHICAGO

**FOR IMMEDIATE RELEASE**

June 14, 2016

**CONTACT:**

Mayor's Press Office

312.744.3334

[press@cityofchicago.org](mailto:press@cityofchicago.org)

**MAYOR EMANUEL ANNOUNCES ONLINE BUSINESS LICENSE APPLICATION SYSTEM**

*All City Business License Applications Will Be Available Online this Summer*

Mayor Rahm Emanuel today announced a new online business license application system that will allow Chicago's business owners to apply for required city licenses electronically. The Chicago Business License Application System will be online July 1 and is part of Mayor Emanuel's efforts to support small businesses and create jobs in every neighborhood across Chicago.

"The backbone of Chicago's economy is our small businesses, which provide jobs and economic opportunities in neighborhoods throughout the city," Mayor Emanuel said. "This Chicago Business License Application System is a commonsense step that will make life easier for thousands of small businesses. By giving these businesses the tools and resources they need to thrive, we can strengthen our entire city."

The first phase of the new online license application system, which will be rolled out July 1, creates an online application for all 49 different city business license types. The new system will also give existing business applicants the ability to add or move a licensed location and add an additional business license. The paperless process will also allow users to submit applications and any required documents, as well as pay for any license application fees, through the web. System users will be informed of their application status through automatic email notifications.

"Small business owners will directly see the time and cost saving benefits from this licensing option," said BACP Commissioner Maria Guerra Lapacek. "It is important we continue to evaluate the services we offer to make sure we are operating efficiently."

All business license applications may start online. While the majority can be completed online, some specialty license types, such as those that require a criminal background check, will require in-person visits to the Small Business Center to complete the application.

This online option will benefit the city's businesses by minimizing the time it takes to submit an application, and, for certain licenses, begin any required public notification period. In the last year approximately 9,800 business license applications were processed by the city of Chicago.

Phase two will launch later this year and will give existing business applicants the ability to update the business owners/officers on file and the business assumed/doing business as (DBA) name online. Currently these application types must be processed in-person at City Hall.

121 NORTH LASALLE STREET, ROOM 507, CHICAGO, ILLINOIS 60602

The Chicago Business License Application System will be operated by the Department of Business Affairs and Consumer Protection (BACP) - Small Business Center (SBC), and the Department of Innovation and Technology (DoIT).

The new system will be accessible at [www.cityofchicago.org/sbc](http://www.cityofchicago.org/sbc).

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